



**Construction**

**Zone**

**Enhanced**

**Enforcement**

**Program**

**COZEEP Procedures**

**Contract 22A0126**

**July 1, 1999 to June 30, 2002**

**Construction Program**

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**Program Manager**

## **Introduction**

The following procedures are intended to assist the Resident Engineers in obtaining and tracking the services of the California Highway Patrol's (CHP) Construction Zones Enhanced Enforcement Program (COZEEP). They were also designed to help Caltrans reconcile the CHP billing system and facilitate payment to the CHP quickly upon receipt of the CHP's invoice.

In order to meet these goals a new statewide COZEEP/MAZEEP contract has been issued for the three year period starting on July 1, 1999. The new contract reflects the knowledge gained during the preceding three year contract. A revised tracking system has been developed that will overcome many of the time consuming tasks that have been previously required. In addition, two new forms have been created to eliminate the confusion between COZEEP and its Maintenance equivalent, MAZEEP. The revised reconciliation process is supported by a new "COZEEP Service Summary" form, an Excel spread sheet, that will facilitate information sharing with the CHP. The new forms and procedures are covered below.

Most of the operational features developed in 1996 have proven successful and will be retained.

## **Ordering Work**

The Statewide master agreement for COZEEP requires that all Caltrans requests for support be received by the supporting CHP Area office during normal working hours and at least 72 hours before the time needed.

## **Completing the TASK ORDER**

The attached **TASK ORDER** (Attachment 1) form shall be used to order work by the CHP. It is to be completed by the Resident Engineer.

Before ordering the work, the Resident Engineer preparing the **TASK ORDER** should check the following:

- That the CHP support is appropriate for the type of work to be performed.
- That the request has been submitted in a timely manner.
- That the project has sufficient funds available to pay for the CHP support.

The **TASK ORDER** must be completely filled out. There are six parts on the TASK ORDER form where information must be entered. Most of those are self explanatory. In Part 4, a Caltrans Project Supervisor must be identified. In most cases, this will be the Resident Engineer or an Assistant Resident Engineer.

A single **TASK ORDER** may be submitted to cover more than one day. For example, a project that will occur on Monday through Thursday for the next week would only require one **TASK ORDER**. However, **TASK ORDERS** that do not specify by date and time when service is needed are not allowed.

Once the task order is completed and signed by the Caltrans person requesting the services, it should be transmitted to the local CHP Area Office servicing the project. The CHP Coordinator at the local CHP Area Office will complete and sign form, then return it to the Caltrans Construction Office.

### **Cancellations**

If it becomes necessary to cancel the work, the local CHP contact person listed in Part 4 of the **TASK ORDER** must be contacted as soon as possible. The statewide agreement requires that all cancellations be made during normal working hours and at least 24 hours before time that the CHP is to arrive at the project. The cancellation may be written or by phone. If the cancellation is made by phone, the cancellation shall be confirmed in writing. Once contact is made, the CHP coordinator return the **TASK ORDER** back with Part 7 completed.

Cancellations received less than 24 hours before work is to begin will be charged a cancellation fee. This fee will be \$50 per Officer. If the Officer(s) cannot be contacted in advance and actually reports for duty, the fee will be equal to 4 hours of overtime pay. The local CHP contact person will note in Part 7 of the **TASK ORDER** if Caltrans is being charged with a cancellation fee or a four hour overtime fee. If the cancellation notice indicates a fee is being charged, it should be retained in the project records (Category 21) and a copy of the cancellation notice should be sent to the District COZEEP Coordinator.

For more information on cancellations, see Contract 22A0126, Article 1, Section I.

### **Recording Work Performed**

#### **Completing the COZEEP/MAZEEP Daily Report**

When the officer(s) arrive(s) at the project site, the senior CHP uniformed officer will check in with the Caltrans Project Supervisor. The Project Supervisor must initiate a **COZEEP Daily Report** (Attachment 2). The Daily Report Number will now be the District and project EA. Enter a description of the services provided by the CHP, for example providing traffic breaks; stationary patrol upstream of the work area or circulating patrol. The CHP Officer and CHP vehicle information should be completed. At the end of the shift, the senior CHP uniformed member on the site shall estimate the time for each uniformed member, and vehicle mileage, to travel from the project site to the CHP office. The total estimated travel time and mileage shall be calculated and entered on **the COZEEP Daily Report**. Both the senior Officer and the Project supervisor are to sign the **COZEEP Daily Report**.

#### **Distributing Copies of the Daily Report**

Upon completion of the requested services for that day, copies of the completed Daily Report are distributed as follows:

- White (original)                      District Office

- Blue: CHP Officer
- Pink: Project Records (Category 21)

### **Travel Time/Mileage Change Notification**

The CHP has five working days to notify Caltrans if the actual travel time and or mileage is greater than the allowances estimated on the Daily Report. CHP written notification will be submitted to the person who issued the Daily Report. If notice of change is received a copy should be attached to the Resident Engineer's copy of the **COZEEP Daily Report** and the original should be submitted to the District COZEEP Coordinator.

### **Tracking Expenditures**

Once the **COZEEP Daily Reports** are received by the District COZEEP Coordinator they shall be logged into a database to track COZEEP usage. The standard spread sheet format **COZEEP Service Summary** (Attachment 3) is to be used.

Within 15 working days of the end of the CHP's pay period, the District COZEEP Coordinator shall submit the COZEEP Service Summary spread sheet to the CHP's HQ Accounting function. This submittal is to be in electronic format with a confirming hard copy. Submissions may be made by either e-mail or by forwarding on a diskette.

The CHP will verify this report against their payroll records, add appropriate cost information to the spread sheet. The CHP will return the COZEEP Service Summary spread sheet in electronic format with a confirming hard copy to the District COZEEP Coordinator for payment.

### **Reconciling the CHP Invoice**

The CHP invoices will include monthly charges for services provided by a CHP Area Office. The backup for the invoice will include a printout of the "COZEEP Service Summary" and copies of any cancellation notices.

The COZEEP Service Summary including, cost information, is to be resorted and subtotaled by project, verified by the District COZEEP Coordinator and submitted to Caltrans Accounting Service Center, Accounts Payable Section, for payment. **This spreadsheet, approved and signed by the appropriate District COZEEP Coordinator, will serve as Accounting's "Receiving Record" for payment.**

During the term of the contract, CHP may increase or decrease the rates shown in the contract by notifying the Caltrans Statewide Contract Managers who in turn will notify the District Coordinators. For this reason, District Coordinators should not return an invoice to the CHP because the billing rates shown on the invoice do not agree with the rates in the contract. In this situation, the District Coordinator should contact the Statewide Contract Manager to verify correct billing rates.

**Problem Resolution**

Inconsistencies between the information given the CHP by Caltrans, and the CHP's internal information obtained from their payroll system will be dropped from the COZEEP Service Summary. The exceptions will be returned to the District and Area Offices involved for resolution. Every effort to resolve disputes at the lowest level shall be made. In the event that impasse occurs, the District COZEEP Coordinator and the designated contact person in the CHP Division Office should act as the second level of review. The last level of review will be the COZEEP Statewide Coordinator and the CHP Statewide Coordinator.

**Attachments**

The following documents are attached:

1. Task Order
2. COZEEP Daily Report
3. COZEEP Service Summary